GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services – Insurance Medical Services – Adhoc Rules for the Andhra Pradesh Insurance Medical (Administrative Officers) Services – Orders - Issued.

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LABOUR EMPLOYMENT TRAINING & FACTORIES (IMS&Vig) DEPARTMENT

G.O.MS.No. 33 **Dated: 08-12-2015**

Read the following:-

1) G.O.Ms.No.183, HM & FW (Q1) Department Dated:04.05.1996.
2) G.O.Ms.No.300, Finance (SMPC-I) Department, Dated.30-10-2013.
3) From the Dir, IMS, Hyd., Lr.Rc.No.6881/E1A/2013, Dt.8-11-2013 & Dt.09-01-2014.

x-x-x

ORDER

In the second read above, orders have been issued for creation of four posts of Administrative Officers in the Office of the Director of Insurance Medical Services, Andhra Pradesh, Hyderabad for improving the organization effectiveness of health system and to ensure management of human, material and financial resources of Insurance Medical Services.

2. In the third read above, the Director of Insurance Medical Services, Andhra Pradesh, Hyderabad has stated that as per the Andhra Pradesh Insurance Medical Services Special Rules issued in G.O.Ms.No.183, Health Medical & Family Welfare (Q1) Department, Dated.04-05-1996 and subsequent amendments issued thereto, the post of Administrative Officers are not been included in the said Special Rules. He has therefore furnished the Adhoc Rules for the post of Administrative Officers in the Office of the Director of Insurance Medical Services, Hyderabad and requested to consider the eligible Superintendents working in the Office of the Director of Insurance Medical Services, Andhra Pradesh, Hyderabad for appointment as Administrative Officers against the sanctioned posts in the G.O. second read above.

3. Accordingly, Government have decided to issue Adhoc Rules for the posts of Administrative Officers in the Andhra Pradesh Insurance Medical Services Department.

4. Accordingly, the following Notification will be published in the Andhra Pradesh Gazette :-

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling the Governor of Andhra Pradesh hereby makes the following Adhoc Rules for the Andhra Pradesh Insurance Medical Services for the posts of “Administrative Officers” working in the Office of the Director of Insurance Medical Services, Hyderabad.

ADHOC RULES

1. Short Title :

These Rules shall be called the Andhra Pradesh Insurance Medical (Administrative Officers) Service Rules, 2014.

2. Constitution:

These rules shall consist of the following category of post, namely : **Administrative Officer.**

P.T.O.

3. Method of Appointment :

By appointment by transfer of Superintendents working in the Office of the Director of Insurance Medical Services, Andhra Pradesh, Hyderabad.

4. Appointing Authority :

The Appointing Authority for the post of Administrative Officer is the Director of Insurance Medical Services, Andhra Pradesh, Hyderabad.

5. Reservation of Appointment :

The rule of Special representation as envisaged in General Rule 22, (Andhra Pradesh State and Subordinate Service Rules, 1996) as amended from time to time shall apply.

6. Qualifications:

No person shall be eligible for appointment by transfer to the post of Administrative Officer unless he/she possess the following qualifications.:

a. Must be a graduate of any recognized University in India established or incorporated by or under a central Act / State Act of Provincial Act or an Institution recognized by University Grants Commission.

b. Must have passed Accounts test for Subordinate Officers Part-I and Part-II / Executive Officers test conducted by Andhra Pradesh Public Service Commission.

7. Probation:

Every person appointed by transfer shall be on Probation for a total period of one year on duty within a continuous period of two years of service from the date from which one commences probation.

8. Transfers and postings :

Transfers and postings of the Administrative Officers shall be made by the Director of Insurance Medical Services, Hyderabad.

9. Unit of appointment:

For the purpose of appointment by transfer to the post of Administrative Officer, the unit of appointment is Office of the Director of Insurance Medical Services, Andhra Pradesh, Hyderabad.

10. Minimum Service :

No person shall be eligible for appointment by transfer unless he is an approved Probationer and has put in not less than three(3) years of service in the category of Superintendent of the Directorate.

11. Duties and Functions :

a) To assist the Director in carrying out Administration of the institute like ACR's, Recruitment, charter of duties, meetings and conference etc. Recommend cases for taking disciplinary action against the staff as per instructions of the Government, Implement policies of the Government.

b) Responsible for all Administrative work of the institute.

P.T.O.

c) To coordinate the administrative work among the different Departments and units.

d) Will act as head of the Administrative Department Responsible in this capacity for smooth functioning of the institute.

e) Act as the Chief Vigilance Officer of the Institute.

f) For implementation of Telugu language in all units. To assist legal matters and also reports.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.ANANTHA RAMU,
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner, Printing, Stationery & Stores Purchase, (Printing wing),
Hyd. (with a request to supply 50 copies of the Gazette Notification.)
The Director of Insurance Medical Services, AP, Hyderabad.
Copy to:
The Accountant General, Andhra Pradesh, Hyderabad.
The Pay & Accounts Officer, Andhra Pradesh, Hyderabad.
The General Administration (Ser-D) Department.
Sf/Scs.

//Forwarded :: By order//

SECTION OFFICER